> **CAPACITY BUILDING FOR
> EMPLOYMENT AND TRAINING
> PROFESSIONALS**
>
> **PANEL OF EXPERTS
> ROLES AND RESPONSIBILITIES**

Concept

Technical Assistance and Training Corporation (TATC), a contractor engaged by the Employment and Training Administration of the U.S. Department of Labor, is currently undertaking a consultation process with employment and training professionals to identify capacity building needs and requirements for the employment and training system, including JTPA (Titles II and III), Employment Service, One-Stop, and JOBS programs. As part of this process, TATC has established a Panel of Experts who will be responsible for providing oversight and guidance to TATC on capacity building issues.

The role of the Panel of Experts will be to:

! Serve as a focal point for identifying capacity building priorities and activities

! Identify tasks, roles, and responsibilities of National, Regional, State, and Local level agencies and organizations in an on-going capacity building process and system

! Develop recommendations and implementation strategies for a 5-year capacity building plan and annual technical assistance and training priorities

! Coordinate as appropriate with related programs
and initiatives (e.g., the Enterprise Council
for Title III programs, One-Stop, School-to-
Work, Labor Market Information)

! Provide guidance on electronic communication
applications

! Provide leadership in direct project work in
implementing the capacity building plan (at a
later stage in the project).

Membership

The Panel of Experts will consist of a working group of approximately 35 members including Federal, State, and local representatives from JTPA (Titles II and III), the U.S. Employment Service, One-Stop, and JOBS. Members are representative of a wide variety of interests within the system -- small and large states, small and large urban and rural substate areas, and are geographically distributed throughout the country. The Panel is intended to be a "working group" rather than a "policy-making group" and consists of persons with program operations experience as well as persons with knowledge of system technology needs from a user's perspective.

Operations

The Panel of Experts will meet as a full group two times during the period of 1/1/95 and 9/30/95. The scheduling of additional meetings of the Panel of Experts beyond this time frame (i.e., continuing this group on an on-going basis) will be determined at a future date. It is anticipated that each meeting will be one full day in duration. TATC will be responsible for payment of Panel members' travel costs associated with attendance of the Panel meetings (i.e., airfare, lodging, and meals), which will be held in Washington, D.C. The Panel of Experts will be convened by TATC, who will be responsible for scheduling the Panel meetings, preparing the meeting agenda, ensuring that pre-meeting materials are distributed to Panel members in a timely manner prior to each meeting, and for facilitating the Panel of Experts meetings.

Additional meetings with subgroups of Panel members may be required during the course of the project.

TATC will distribute a summary of project activities to Panel members on a monthly basis, as well as other project materials (e.g., draft reports) on an as-needed basis. Panel members will be given a minimum of two weeks to review and provide feedback to TATC and other Panel members.

The Panel of Experts will operate under a consensus rule.